



Barry, Hammond & Wade  
Law Offices

Specialists in Environmental Law,  
International Trade Law,  
and Law of the Sea

P.O. Box 1999 Stn. A Orangeville

Dear Paralegal,

This is to inform you that changing technology is an issue in your employment that we need to discuss. The partners have just finished their annual review and decided that it is necessary to streamline our operations. Paralegals who perform research functions will be laid off effective three weeks from today.

The work will henceforth be contracted out to qualified persons who will communicate electronically with this office. The volume of work will remain the same, but will be awarded as contracts to the lowest bidder, with the contractor responsible for all expenses incurred. The firm is willing to finance the acquisition of compatible computer equipment for those qualified.

Please make an appointment with me if you would be interested in this arrangement. You have done excellent work for us, and we would be very happy to continue our association. We all know that you are overqualified for this position, and we've been lucky to have you.

Let me know your decision on the contracts as soon as possible.

Sincerely,

Jay Hammond